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CLARK'S
DEFINITE SHORTHAND

IS

A DEFINITE SHORTHAND SYSTEM THAT RECORDS THE FULL EXPRESSION OF ANY AND ALL LANGUAGES WITHOUT THE USE OF ABBREVIATION OR CONTRACTION AND YET POSSESSES MORE BRIEF OUTLINES THAN OTHER SYSTEMS.

IT'S INSTRUCTIONS, ESPECIALLY ADAPTED FOR NIGHT SCHOOLS AND HOME STUDY

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GENERAL INSTRUCTIONS

Master each line of shorthand as you go. Do not undertake too much at one time

First: Learn to repeat the names of the first line of consonant characters in the order of their arrangement---by rote---until you can do so as rapidly as you can talk. Then practice making the characters exactly the same shape and size,and in the same order as copy until you can make them perfectly at the rate of one hundred per minute,always speaking the name of the characters you are writing as you make them.

Do the same way with the second line of consonants until you can so repeat their names and write them at the rate of one hundred a minute. Then review the first line with the second, and continue this process throughout the consonant characters.

Then do the same thing with the regular vowel characters---learn to repeat them by rote as fast as you can talk and make them perfect at the rate of one hundred per minute. When you can do this, you have not learned them, but have partially established proper habits. They can be learned, only by use,---for a purpose.

Second: See how many words you can develop by shading these characters. Then form sentences with these words and practice writing the sentences until you can do so at the rate of one hundred words a minute.

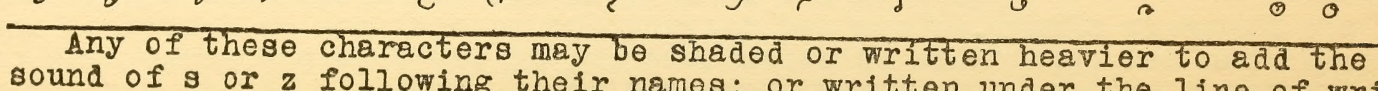
Third: See how many words you can develop by writing these outlines through or under the line of writing; form sentences of these words and practice them for speed--never neglect the making of perfect outlines.

Fourth: Apply both rules to them, extract the words developed, form sentences and practice them for speed. Always review in order to establish correct habits and avoid confusion of strokes. Continue this process throughout the system.

CONSONANT CHARACTERS

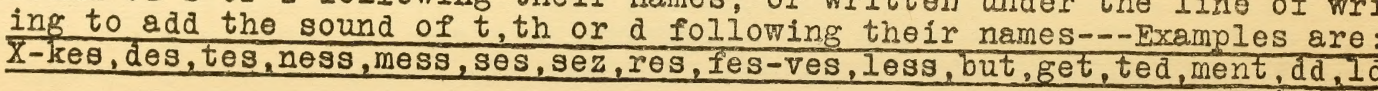
Consonant characters must not exceed 1/16 of an inch in length or diameter. They are as follows:

Peh, beh, keh, geh, teh, deh, theh, neh, meh, seh, reh, cheh, heh, feh, leh, ing, tion.
jeh dt zeh veh



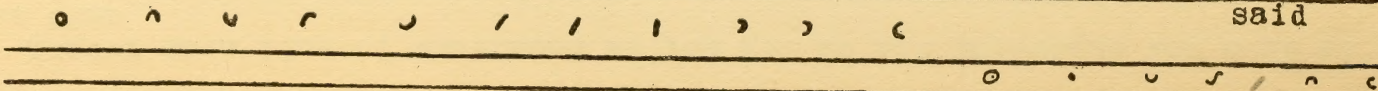
CONSONANTS ENDING IN R ALSO IN F OR V ARE:

Per ber ker-ger-jer, ter, der, fer-ver, ther, ner, mer, tef-v, def-v, ref-v, lef-v
td



CONSONANTS COMMENCING WITH S OR Z ARE LIKE THIS:

Speh, skeh, sheh, steh, sneh, smeh, sleh, streh, skreh, sher, sess, spreh.



CONSONANTS ENDING IN M OR N, L OR K, G OR J ARE:

Pel, bel, kel-gel-jel, tel, del, fel-vel, men, nem, rec-g, tec-g, dec-g, bec-pec-g

Any of these characters may be shaded or written heavier to add the sound of s or z following their names; or written under the line of writing to add the sound of t, th or d following their names---Examples are:

X-kes, des, tes, ness, mess, ses, sez, res, fes-ves, less, but, get, ted, ment, dd, ld, said

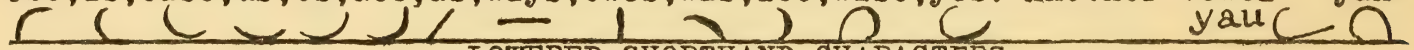
The regular vowel characters are 1/4 of an inch in length and must be made just that length, the same shape and direction as copy. They must be made with as sharp a pencil and as light a stroke as the student can use. The copy is as follows:

You,yih,ih,ēē,wih,wōō,ŏoh,eh,aye,aw,ăa,weh,oh,oy,ow,wah,ah,eye,wy,yōō,yeh
ōō ye ĭ ē we wuh uh ĕ ā au ă way ō oi ou wau ŏ I yuh yea

SHADED VOWEL CHARACTERS

All characters may be shaded to add a following s or z sound to their name

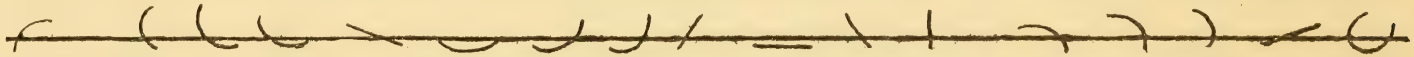
Use,is,ease,us,es,ace,as,ways,owes,was,ice,wise,yes. Another vowel---yah



LOWERED SHORTHAND CHARACTERS

All shorthand characters may be written through or under the line of writing to add t or d sound following their names. Examples are as follows:

You'd,it,eat,wit,would,ood,Ed,ate,at wait,oit,owed,wat,ot, I'd,ought,yet.
Ute id,ead,wid,wood oot,et,aid,add,wade,oid,oat, wad,odd,Ide,aught,



INSTRUCTIONS

Learn to repeat the names of the above shorthand characters as rapidly as you can talk; then, by moving your whole hand as one solid piece--by muscular movement--, make the first line of vowel characters as perfectly and carefully as you can, over and over, until you can write them correctly at the rate of one hundred per minute. Do the same with the next line then the next. When you do this,you may make up little sentences from the above words and write them for speed; never neglecting perfect outlines.

THE SHORTENED VOWEL CHARACTERS

These vowel characters shortened are 1/8 of an inch in length and must be made exactly that length, and the same shape and direction as copy. Use a sharp pencil and establish the habit of making perfect characters before writing any literature.. The name and form of these characters are;

Une, in, win, een, un-um, yun, won, en, wen, yen, ain, an, on, waun, oun, ine, wine, awn
ume, im, ween, eme, oom-n, yum, one, em, wane, yem, aim, am, om, wan, oum, I'm, . aum

All vowel characters are governed by the same rules and are combined in the same way. Blend "peh, beh, keh, geh-jeh, pel, bel, kel-gel-jel this way:

Pin, imp, keen, clean, ink, plume, plum, been, can, plan, ample, count, plain, came.

claim, pain, gain, angel, angle, gloam, blind, pine, kind, join, plenty, incline.

Shade vowel characters for a following "s" and write through or under the line of writing for a following "t or d" sound; as follows,

Int., Ins., inst., once, end, went, aimed, and, ant, ans., alms, want, ounce, aunt.

If a consonant character does not blend with a vowel character either join it with as sharp an angle as possible or lift the pen as follows:

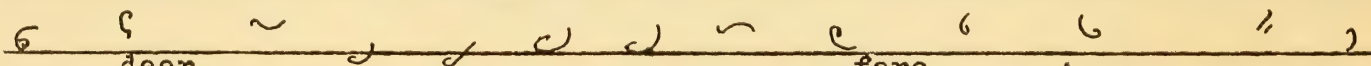
Soon, seen, when, whine, run, him, hand, rhyme, main, mine, noon, son, same, send, man.
sent
cent

The vowel characters lengthened are 3/8 of an inch in length and must be made exactly that size, and the same shape and direction as the copy. Use a sharp pencil. Establish correct habits. Study to acquire easy flowing movements and join outlines in the most natural way. The copy:

Your, ir, we're, ear, were, or, year, yur, ayer, ere, air, ware, are, war, our, oar, ire.
you're e'er wear hour

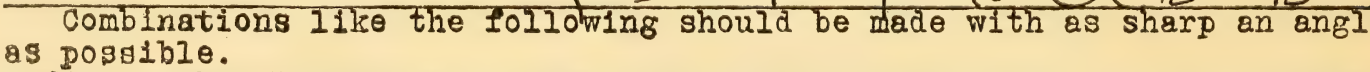
Blend consonant characters with vowel characters when it can be done without spoiling the shape of either and the characters can be distinguished from each other, in the following manner:

Boom, dinner, done, lend, land, name, lame, town, dream, infer, enough, fancy, dime,



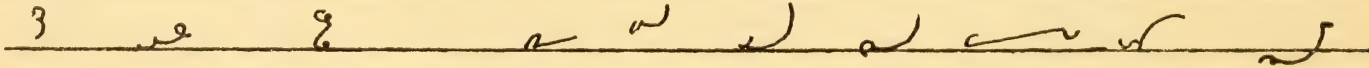
deer fare
truth, dear, learn, lord, large, layer, tear, dare, fair, letter, door, lawyer, deaf

The following outlines do not blend, so the pen must be lifted for all similar combinations: Heart, horse, roar, wrote, city, every, daily, dairy.



Combinations like the following should be made with as sharp an angle as possible.

Define, member, telegraphic, drawn, train, mayor, delay, North, through, dictation

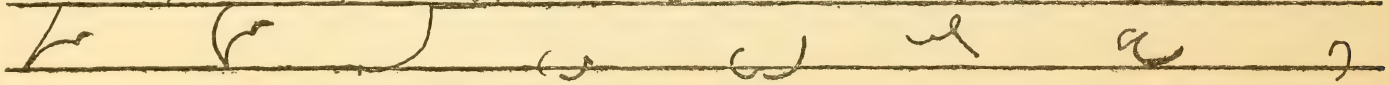


The vowel characters doubled in length are 1/2 of an inch in length and must be made just that size, and have the same shape and direction as they appear in the copy. Use a sharp pencil and as light a stroke as you can so that shading may be easy. The following is the copy:

You'll, ill, will, eel, yiel, ŏol, wool, ail, wail, ell, AL, owl, all, ŏl, ole, I'll,
ōol, weal yill, ŭl, wul, ale, well oul ōal, isle.

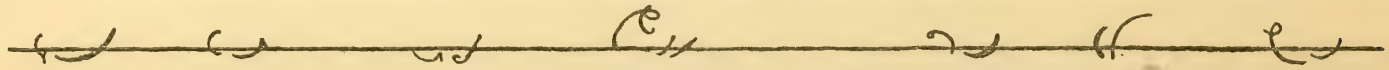
Vowel characters may be combined and recombined to good advantage; thus
Elements, your uncle, union, onion, your order, weary, enquire, arrangements.

allusion, illusion, railway, intending, inundate, unemployed, unanimous, unite



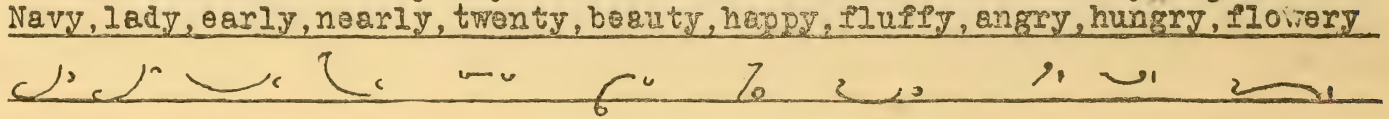
To express a following t or d sound more than once in a word-outline, the outline must be broken as follows:

Interest, intending, understand, superintendent, contents, institute, pretend



The sound of e or y may be added to a final consonant by separation

Navy, lady, early, nearly, twenty, beauty, happy, fluffy, angry, hungry, flowery



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